DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 5310.1A
01
FEB 25

NSHS BETHESDA INSTRUCTION 5310.1A

From: Commanding Officer

Subj: POSITION MANAGEMENT ADVISORY COMMITTEE (PMAC)

Encl: (1) Submission of CIVPERS action items for PMAC Agenda Flowchart
(2) Distribution of PMAC Minutes Flowchart
(3) Execution of PMAC approved issues Flowchart
(4) Electronic routing of SF 52's Flowchart
(5) Submission of CIVPERS action items to PMAC Flowchart

1. **Purpose**. To establish policy and provide guidance for the management of military and civilian positions within NSHS Bethesda.

2. **Cancellation**. NSHSBETHINST 5310.1

3. **Applicability**. All NSHS Bethesda staff and detachments.

4. **Background**. Both military and civilian positions demand realistic planning and sound utilization strategies. Position management policies and actions must be fair, organized, and prudent. The PMAC is designed to provide a cadre of knowledgeable and experienced representatives of the military and civilian staff to make position management recommendations to the Commanding Officer.

5. **Policy and Responsibilities**

a. The PMAC will consist of the following members:

(1) Executive Officer, Chairperson

(2) Command Master Chief

(3) Academic Dean

(4) Director, Resources Management/Comptroller

(5) Director, Administration

(6) Director, Management and Specialty Training

(7) Director, Technical Training

(8) Director, Naval Medical Quality Institute

(9) Director, Visual Information Programs

(10) Director, Medical Service Corps Programs

(11) Director, Nurse Corps Programs

(12) Director, Joint Medical Executive Skills Development Program

(13) Director, HM/DT Programs

(14) Director, Dental Corps Programs

(15) Director, Medical Corps Professional Programs

(16) Director, Clinical Investigative Programs

(17) Civilian Personnel Liaison, Recorder, (non-voting)

(18) Civilian Personnel Representative (ad hoc)

b. The PMAC will meet at least quarterly to review and make recommendations on position management, planning actions, and utilization of positions. The PMAC may meet more frequently to discuss urgent issues. PMAC functions include but are not limited to:

(1) Perform position management functions to ensure economy, productivity and organizational effectiveness.

(2) Review proposed actions involving the creation or abolishment of a position, and redescription of duties affecting grade or series.

(3) Identify and manage organizational fragmentation, excessive layering or duplication, grade creep, and improper distribution of positions.

6. **Action**

a. The Chairperson will set the agenda and call meetings of the PMAC as often as required, but at least quarterly.

b. The Director for Administration will keep the Chairperson informed of pending position management actions.

c. The Civilian Personnel Liaison will distribute copies of agenda items prior to the meetings, record minutes of the meetings, and distribute the minutes. Enclosures (1) through (4) describe flow process.

d. The PMAC membership will:

(1) Address policies and procedures to ensure that positions are distributed fairly in support of the command mission and not improperly classified or poorly utilized.

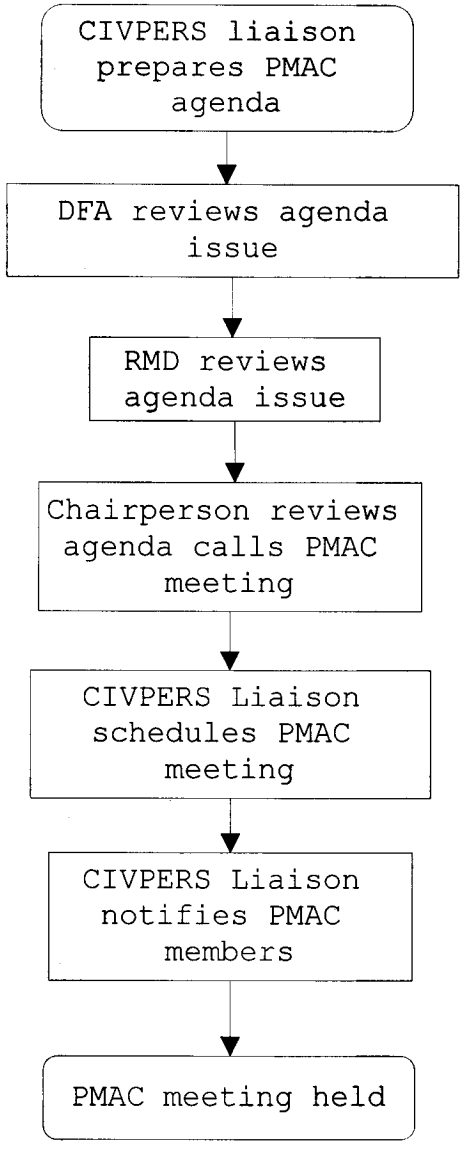
(2) Recommend position structuring to achieve optimum balance among mission requirements, economy, efficiency of operation, and effective staff utilization.

e. Directors and Department Heads will submit position management issues to the Director for Administration for incorporation on the meeting agenda as per enclosure (5).

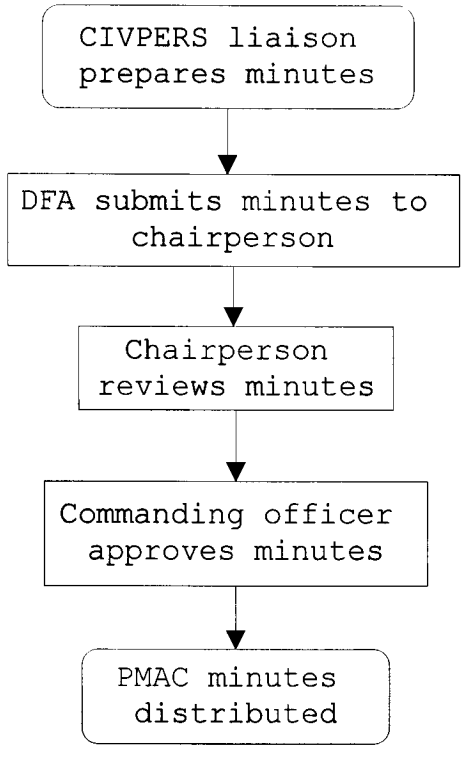
D. A. WYNKOOP

Distribution:
List II

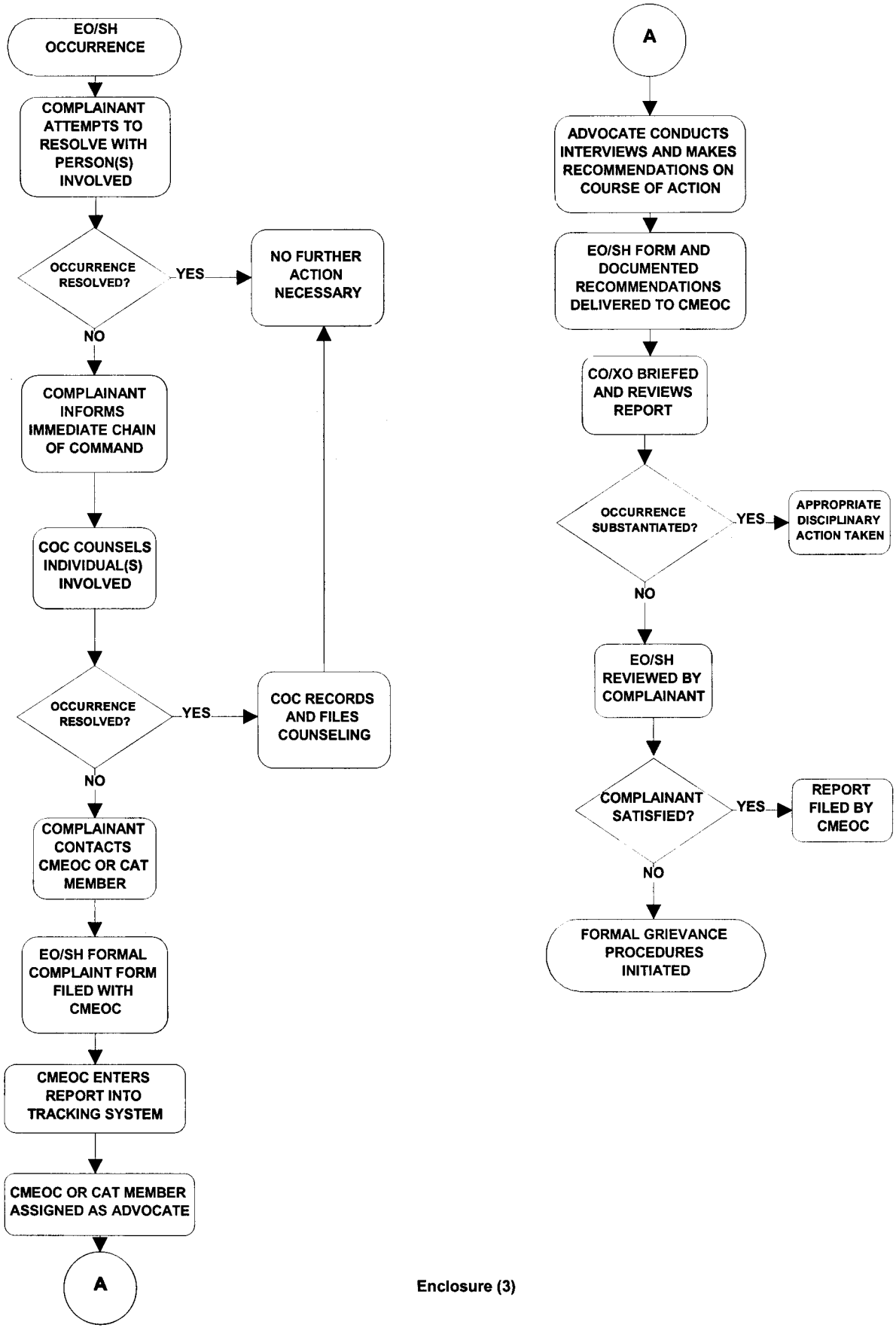
PMAC MEETING FEB 2



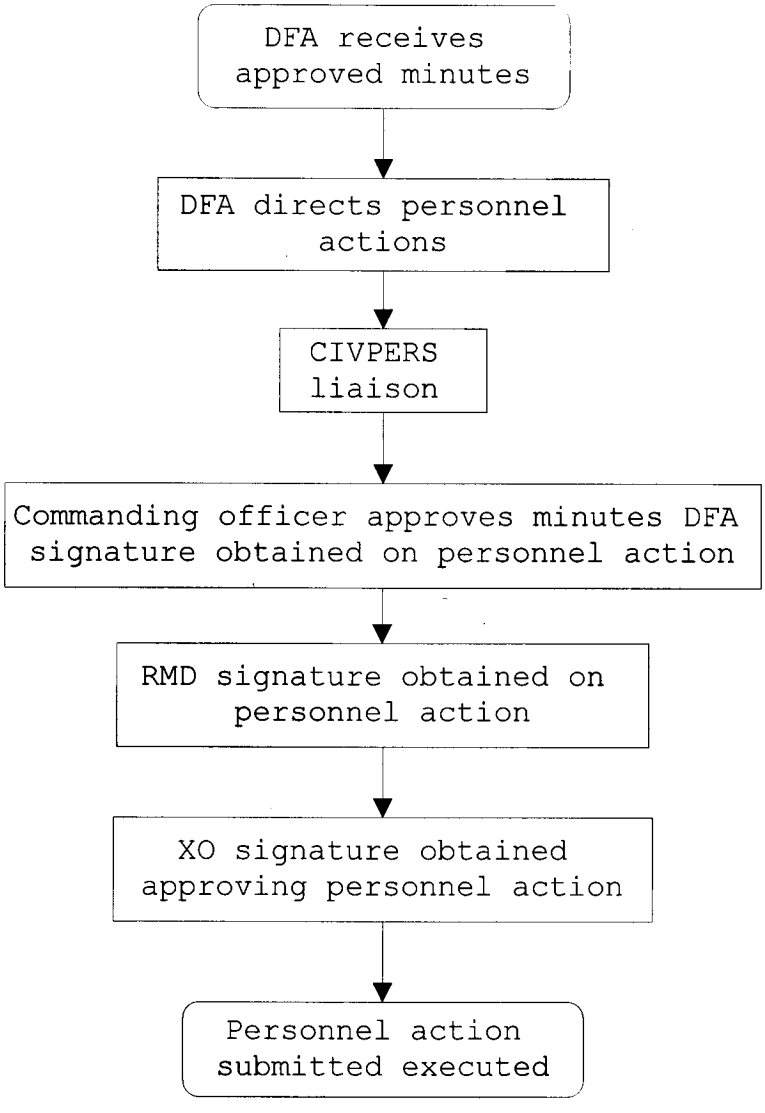
DISTRIBUTION OF PMAC MINUTES



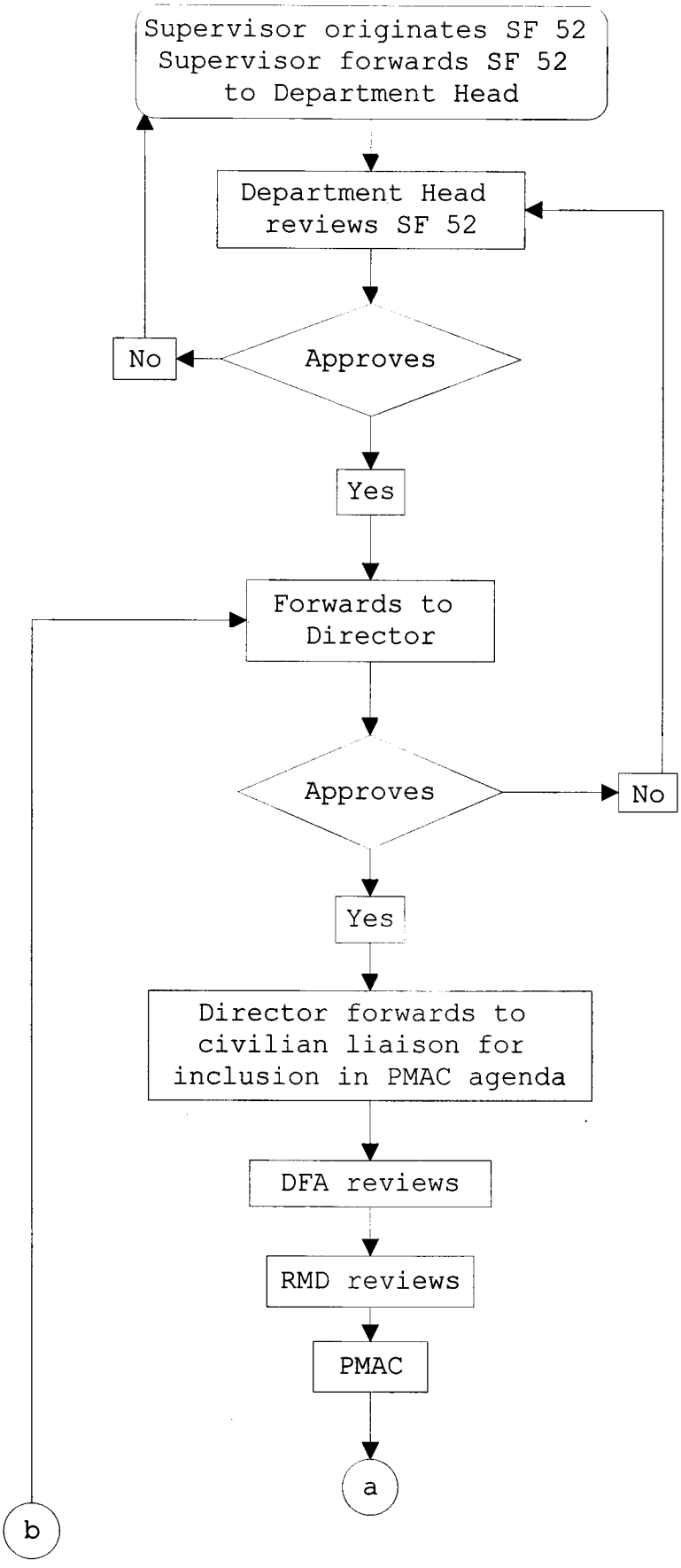
NSHS EQUAL OPPORTUNITY GRIEVANCE FLOW CHART

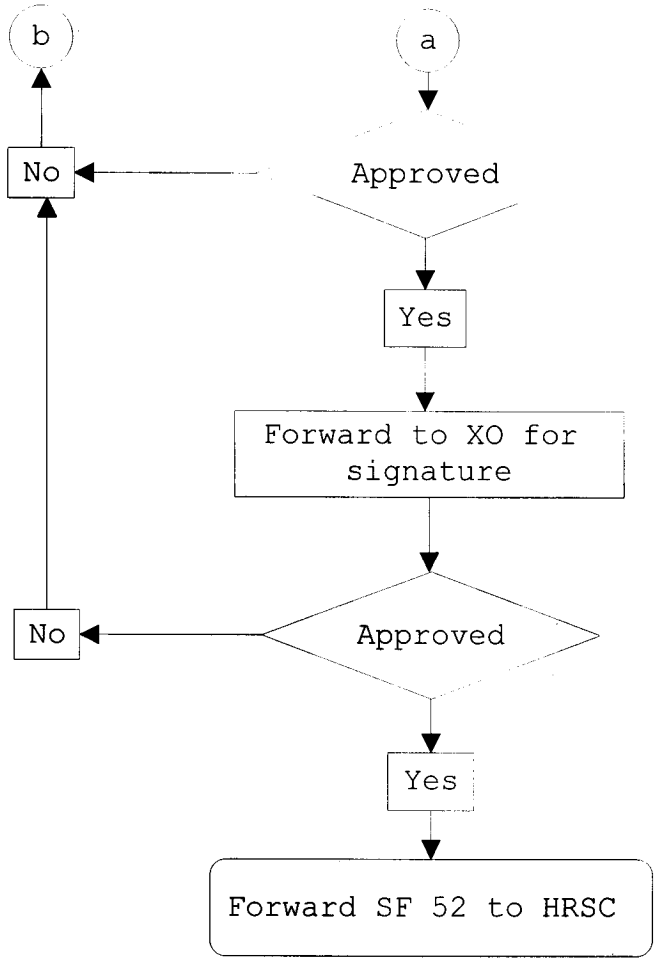


EXECUTION OF PMAC APPROVED ISSUES



Electronic Routing of SF 52'S

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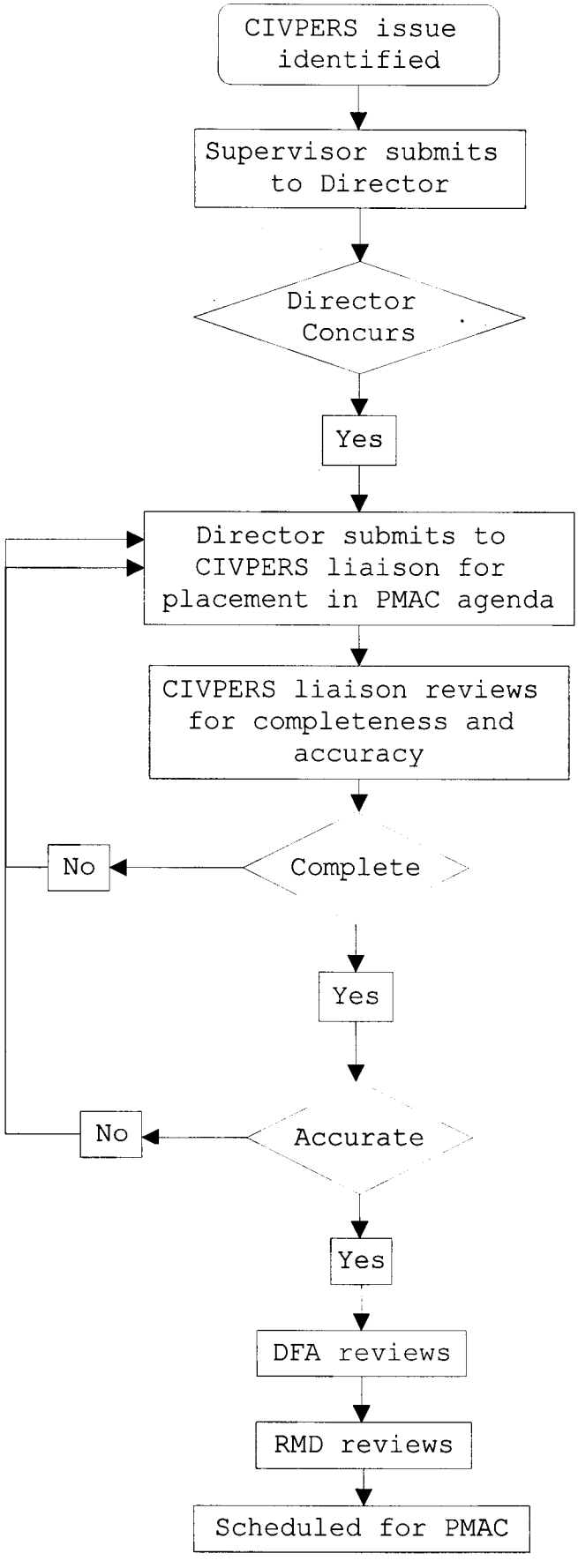
SUBMISSION OF CIVPERS ACTION ITEMS TO PMAC